Workforce Training and Education Coordinating Board

Student Data Reporting System User Guide 2013

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Workforce Training and Education Coordinating Board
Student Data Reporting System

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Workforce Board's New Student Data Report System
A secure and efficient way to submit your data

Welcome to the Workforce Training and Education Coordinating Board (Workforce Board) new online Data Report System (WBDRS), where you can submit, edit and review your Annual Student Data Report.

This new system makes it easier for you to provide your required information to the Workforce Board. It also makes the information you submit more secure, easier to retrieve, and, ultimately, more accurate.

The new system takes advantage of encryption technology that allows for a more secure file transfer. This helps keep your student records and personally identifiable information private and safe.

The new data reporting system also helps ensure the data you submit is error-free. By standardizing codes, program titles and data types, the system is able to automatically check the information you send and uncover common problems, like invalid dates. This helps eliminate costly, time-consuming corrections, and boosts data quality.

Reporting requirements
All schools licensed by the Workforce Board and all training providers who are on Career Bridge as an Eligible Training Provider (cosmetology, private schools, public or private four-year colleges, community and technical colleges, or training providers approved through Workforce Development Council) are required to provide student data.

Now is the right time for a new system
The need for an improved reporting system has existed for many years. Nearly half of all submitted data files had at least one issue with data quality. The process of checking and validating each file often took several months and could cost as much as $20,000. In 2013, the Workforce Board began working with a contractor to solve these and other problems by creating a new online data system. The project was funded through an American Recovery and Reinvestment Act grant from the U.S. Department of Education. The new system is expected to save the agency as much as $30,000 each year in data processing costs.

Two ways to submit your data
When using the new student data system, you have two choices. You can:

1. Enter student information into the new Excel file template, (available online) and follow instructions for coding, required data elements, and programs. Then log in to WBDRS and upload the Excel file.
   -OR-
2. Log in to WBDRS and enter students, one at a time, into the online form.

With either method, the system will automatically check each record for errors, such as invalid dates.

Correcting errors

You can fix your errors in the Excel file, and then upload the corrected version. This will overwrite the previous version, leaving the corrected version in its place. Or you can make changes directly in the system, one student at a time. This method is best for small numbers of students.

Once you submit your report, you can log in and see if it has been accepted by the Workforce Board. After the report is final and has been accepted, a summary report will be available on the WBDRS site.

User guide takes you through the system step by step

The following pages will take you through the new student data reporting system, showing you how to submit the data, how to check for errors, and how to make any changes. We think you'll find it useful.

Need help right away?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4611 or email at datareporting@wtb.wa.gov. Expect a response within one business day.

Get Started by Registering and Logging In

To start your Annual Student Data Report, edit it, or view it, you'll need to log in. But first, you will need to be authorized as a registered user. (See box at right.)

Get started with a temporary password
The Workforce Board will assign a user name and a <u>temporary</u> password. You will be required to log in to WBDRS and CHANGE the password to a new, unique password.

SMART TIP: Save your user name and password in a secure location. While the Workforce Board will maintain a list of user names, we will not maintain a list of passwords.

How do I become a registered user?
To get this authorization, you must submit a <mark>User Authorization Form</mark> to the Workforce Board. This helps ensure the security of the data you submit.

Who, and how many, registered users?
If your school or program has more than one location, each location may have a separate user. Or you may choose one user for all locations.

Workforce Board Data Reporting System User Login

Welcome to the Workforce Board's secure data reporting system for submitting student data reports.

Not currently registered? Email us at datareporting@wtb.wa.gov or call (360)709-4600

Already registered? Log in to get started.

Account Information

Username:

Password:

Forgot Username or Password

Log In

Need help? Browse the Help Center, email us at datareporting@wtb.wa.gov or call (360)709-4600 and we'll be happy to assist you.

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New to WBDRS? Email or call the Workforce Board for login or authorization information.

Email us if you forget your user name or need a password reset.

Forgot your username or password?
If you are the registered user and forget your password, contact the Workforce Board for a temporary password. You will be required to change the temporary password to a new and unique password. The Workforce Board does not assign permanent passwords, nor do we store your password.

Step 2   **Find Reporting Information on the Home Page**

After logging in, you'll be on the Home page. Here's where to get information about the most recent data report, links to instructions for the upcoming report, summaries of past reports and the current report start page. You must submit your Annual Student Data Report to the Workforce Board by a set due date each year. If necessary, you can request an extension.

Make sure your school and user information are correct. Click the "Account Profile" link (see below).

Search | Account Profile

Home	**Pima Medical Institute - Seattle**
Current Report	Seattle, WA
Programs	Licensed by the Workforce Board
Report Status	On Eligible Training Provider List
Student Data	
Annual Summary	**Current Data Report**
Contact Us	

Account Profile: School and user address, phone number, and email information.

Current Data Report

2011-2012 Student Data Report for students trained between July 01, 2011 and June 30, 2012
Due Date: November 15, 2012 *Your report is 154 days overdue.* Request Extension

View Instructions

Start your current report

Data Report Summaries

View your past student data reports and summary statistics.
Student Data Report 07/01/2010 - 06/30/2011

Account Profile

Your School
Anycity, WA

Training Provider Locations

Seattle
Physical Address   12345 E Pike St.
                        Seattle, WA 98101
Phone   (206) 678-0824

Training provider main location and phone number

Edit

Registered User(s)

Name   Data Contact Name
Title   Operations Manager
Mailing Address 12345 E Pike St.
                    Seattle, WA 98101
Email   datacontactemail@domain.edu
Phone   (206) 678-0824

Training provider registered user information

How do I change the registered user or update my email address?

Need to make other changes? Contact us.

SMART TIP: To edit/update your information, click on the Edit pencil on the right hand side. Once you click the Edit pencil you can update the registered user information and make changes.

Save the changes by clicking on the Save symbol.

Registered User(s)

Name			
Title	Data Contact Name		
Mailing Address	12345 E Pike St.		
	Seattle	WA	98101
Email	Contact email		
Phone	(206) 678-0824		

Save ➔ 💾↺

Step 3   **Start a Current Data Report**

The **Current Report** page is where to start or continue a student data report. To start a new report, follow STEPS 1 through 5.

Home
Current Report
Programs
Report Status
Student Data
Annual Summary
Contact Us

Current Data Report

2012-2013 Student Data Report for students trained between July 01, 2012 and June 30, 2013
Due Date: April 26, 2013 *Your report is 82 days overdue.* Request Extension

Just getting started? Follow steps 1 through 5 below.

Have you already begun loading and entering data? Go to step 6 to continue your current report.

1. Review Instructions
Find out how to use the new data reporting system, what information is required, and options for submitting your report.

2. View Required Programs
View the education and training programs that must be included in your report.

3. View Continuing Students
If your last report included students who were still enrolled, be sure to include them in this year's report.

View your list of continuing students.

4. Start Current Report
Report your students by choosing from the options below:

Enter your student data in the Excel template and then upload it when you are done.

[Upload Excel File]   Need the Excel template? Download it here.

OR

Enter each student one at a time.

[Enter Students]

5. No Students to Report?
No students for the reporting year? You must certify the reason below. Then go to Step 6 to finalize your report.

Reason	▼
Explanation	

[Certify No Students]

6. View Report Status
Go to the report status page to continue loading your report data, see report results or to submit your final report.

Need help? Browse the Help Center or contact us.

SMART TIP: Already started loading data? Go directly to step 6 to continue loading, see your results, or submit your final report.

Current Report page: Steps for submitting the Current Student Data Report

1. Review Instructions

    You will need to carefully follow instructions when filling in the Excel template or student data form. If your report has errors, the system will not allow you to submit your final report. You can avoid these problems by clicking the "Review Instructions" link and code sheet to find out more about each data element, along with the particular codes and students to include. After you've done this, move ahead to the next step.

2. View Required Programs

    Any program on Career Bridge or on a training provider's private vocational license must be included in the report. The "View Required Programs" link will show a list of these programs, for each report year. The list includes any programs, and the associated award type and training location, licensed by the Workforce Board or listed on Career Bridge/ETP at any time during the July 1 to June 30 reporting year. This page also shows the ETP status, as of June 30, and any alternate programs titles that have been used in prior student data reports, for each program. **SMART TIP: The blue "Programs" link on the left navigation bar also opens this page.**

    ### Programs Included in Data Report
    These programs were either on Career Bridge as ETP-eligible or licensed as Private Vocational School programs during reporting year.

    Report Year 2012-2013 ▾ Search

    Print   Export

Program Name	Award Type	Location	ETP Status	Alternate Program Names
Administrative Billing and Coding	Certificate	Seattle	Eligible	
Dental Assistant	Certificate	Seattle	Eligible	Dental Assistant - Core
Dental Hygiene	AAS	Seattle	Eligible	
Health Care Administrtation	AAS	Seattle	Eligible	
Medical Administrative Assistant	Certificate	Seattle	Eligible	
Medical Assistant	Certificate	Seattle	Eligible	Medical Assistant - MDA - Back Office Only
Mortuary Science	AAS	Seattle	Eligible	
Pharmacy Technician	Certificate	Seattle	Eligible	
Phlebotomy Technician	Certificate	Seattle	Eligible	
Physical Therapist Assistant	AOS	Seattle	Eligible	
Radiography	Associate of Occupational Science	Seattle	Eligible	
Veterinary Assistant	Certificate	Seattle	Eligible	Veterinary Technician, VeterinaryAssistant
Veterinary Technician	AOS	Seattle	Eligible	Veterinary Assistant, VeterinaryTechnician

    Contact Us Help Center Workforce Board Terms & Privacy

3. View Continuing Students

    All students considered enrolled at the end of the previous report period will also show on this report. That's because even though these students were included in the previous year's report, they must be included again in the current report. NOTE: For the 2012-2013 report, continuing student data is not available.

Continuing Students

If your last report included students who were still enrolled as of the end of the report year, they must be included in the current report. These students, if any, are listed below.

Export button: If you export the Continuing Student report, what's on the screen is what will download.

Report Year 2011-2012 ☑ Student Name [   ] Search

Print Export

Location	Program	Student Name	SSN	Birth Date	Start Date
Seattle	Dental Assistant, Certificate	Doe, John	xxxxx4829	04/25/1991	09/27/2010
Seattle	Medical Assistant, Certificate	Doe, Jane			03/28/2011
Seattle	Pharmacy Technician, Certificate	Doe, John			06/20/2011
Seattle	Physical Therapist Assistant, AOS	Doe, Jane			06/28/2010
Seattle	Veterinary Assistant, Certificate	Doe, John			02/14/2011
Seattle	Veterinary Assistant, Certificate	Doe, Jane			03/28/2011
Seattle	Veterinary Assistant, Certificate	Doe, John			01/24/2011
Seattle	Veterinary Assistant, Certificate	Doe, Jane			03/28/2011
Seattle	Veterinary Assistant, Certificate	Doe, John			03/28/2011
Seattle	Veterinary Assistant, Certificate	Doe, Jane			05/09/2011
Seattle	Veterinary Assistant, Certificate	Doe, John			03/28/2011
Seattle	Veterinary Assistant, Certificate	Doe, Jane			01/24/2011
Seattle	Veterinary Assistant, Certificate	Doe, John			03/28/2011
Seattle	Veterinary Assistant, Certificate	Doe, Jane			05/09/2011
Seattle	Veterinary Technician, AOS	Doe, John			02/14/2011

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If you reported the SSNs and birthdate, this information will show here. SSN is encrypted for security purposes. Use the Export button to download the information on this screen.

4. **Start Current Report**:
You have TWO options for creating a new student data report.

4. Start Current Report
Report your students by choosing from the options below:

Enter your student data in the Excel template and then upload it when you are done.

Upload Excel File   Need the Excel template? Download it here.

OR

Enter each student one at a time.

Enter Students

OPTION ONE: You may enter student data using the new downloadable Excel template. You must download and use the new Excel template. No other Excel sheets will work. (See box.) This method works well for training providers with many students to report. Once you upload the file, it will be checked for errors. The system will inform you of any corrections you need to make before you are allowed to submit the file to the Workforce Board.

CAUTION! The only spreadsheet that will work with WBDRS is the new downloadable template. Any other spreadsheet, whether created by the Workforce Board or an individual training provider, will not upload.

Excel file instructions…continued: Student data may be copied from any other spreadsheet and saved in the new Excel template. You can save it with any filename you prefer. Once the Excel file is complete, return to WBDRS, navigate to the Current Report page and click the "Upload Excel File" button. On the next screen, browse to the Excel file on your computer and click "Upload Data."

> **CAUTION:** All data must be in one worksheet, in one file. Multiple files and multiple worksheets cannot be uploaded. If you upload a second file, it will overwrite data uploaded in the previous file.

During the upload, the file is run through a preliminary error check. The upload results in a confirmation message letting you know if the upload succeeded or failed. Certain errors will cause the upload to fail. These errors include:

- Using a form other than the WBDRS Excel template.
- Location, Program Title and/or Award Type data in the uploaded file does not match exactly the program information in the WBDRS system. Refer back to the "Programs" page to verify exact spelling and spacing. Then review the Excel file to ensure all information matches. If you continue to get error messages while uploading the Excel file, contact the Workforce Board to resolve the issue.

Once the file has successfully uploaded, the user still needs to check for and correct any errors, and then certify and submit the final report.

Go on to **Step 4** on Page 10 to learn how to check for any additional errors and then certify and submit your final report.

OPTION TWO: The second option for reporting student data is to enter each student individually by clicking the "Enter Students" button on the Current Report page.

4. Start Current Report
Report your students by choosing from the options below:

Enter your student data in the Excel template and then upload it when you are done.

Upload Excel File   Need the Excel template? Download it here.

OR

Enter each student one at a time.

Enter Students

This takes you to the Student Data page where you may enter data manually, student by student.

Student Data

Enter or edit student records below. Click the "Add Student" button to start entering student information.

If the reported information is free of errors, a ✔ shows next to the record. A ❗ means there is at least one error in the row. Click on the ✎ to see the errors and to edit the row. Once you are done editing, click the 💾 to save the record.

If you have a large number of errors, you can edit them in your original Excel file and upload a new copy. This will overwrite the data that is currently in the report system.

Report Year	2012-2013 ▾ All Locations ▾ All program, award names ▾
Student Name	☐ Show errors only Search

Add Student   1 student listed   **View** Form ▾   View all Current Report errors   Print   Export

✔

Location	Port Orchard ▾	**Address**	
Program, Award Name	▾	**City**	
Last Name		**State**	WA
First Name		**Zip Code**	
Middle Initial		**Phone**	
SSN		**Race**	▾
Birth Date		**Disability**	▾
Gender	▾	**Veteran**	▾
Hispanic	▾	**Prior Education**	▾
Start Date		**Earned Award**	▾
Exit Date		**GPA**	
Enrollment Status	▾	**Pass/Fail**	▾

Two Student Data view options:

There are two types of form views to choose from: The default when you choose to "Enter Students" is the "Form" view, which shows one student at a time. To view the form as one wide row, click on the "View" dropdown and choose "List." When entering or editing data, the form will show only one student record at a time.

5. **No Students to Report:**

Training providers are required to submit a report for all private pay or WorkSource-funded students enrolled at any time during the reporting year. If no students at all were trained in any required program, go to #5 and select from the list of reasons why you have no students to report. If you have a reason other than those in the list, you may choose the "Other" option and enter an explanation as to why there are no students. Next, go to #6 and certify that the report is correct and submit it to the Workforce Board. That is all you need to do.

5. No Students to Report?
No students for the reporting year? You must certify the reason below. Then go to Step 6 to finalize your report.

Reason
Explanation

Did not offer training
Full tuition paid by training provider for all students (non-profit organizations only)
No private pay students trained
Offered training, but no students enrolled
Other (needs explanation)

6. View Report Status

6. View Report Status

Go to the Report Status page after you have uploaded your Excel file or entered students to view report results, check for and correct errors, and submit the final report.

View Report Status and Error Check Results

After successfully uploading the Excel template file or completing student data entry, navigate to the "Report Status" page on the blue navigation bar to view reporting activity and programs included in the submitted report along with error check results for each program.

The uploaded files and records you enter through the Student Data Form are automatically checked for errors. To avoid errors, review the Data Reporting Instructions and follow them carefully. In particular, be sure your dates are valid and your new information matches the information on the "Programs" page in three key areas:

- Program Title
- Award Type
- Locations

The *Reporting Activity* section shows the current status of the report. "Draft" means the report is still being worked on and has not yet been submitted to the Workforce Board. "Not started" means that the report has not been started yet and no data or file has been entered.

Reporting Activity

Status	Date	Name	Note
Not started			

The *Programs Reported* section shows the number of students reported and results of error checking.

Programs Reported
The list below shows your report results for each program. "Passed Edits" means your report for the program passed the initial error check. An "Error" link will show you the list of student records that include errors. You can fix errors using the student list, or fix them in your original Excel file and re-upload it. The new file will overwrite the current data.

If no students were reported for a program, you must certify the reason by clicking on the pencil at the far right and selecting a reason from the list.

View all current report errors

Program, Location	Count	Program Report Results		
12 Month Contemporary Wooden Boatbuilding, AOS - Port Hadlock	4 students	Errors		
12 Month Traditional Large Craft Construction, AOS - Port Hadlock	0 students	No students	Reason is required.	✏
12 Month Traditional Small Craft Construction, AOS - Port Hadlock	2 students	Passed Edits		
9 Month Contemporary Wooden Boatbuilding, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
9 Month Traditional Large Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
9 Month Traditional Small Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	✏
Comprehensive Sailmaking and Rigging, Certificate - Port Hadlock	1 student	Errors		
Total	7 students			

- "Passed Edits" means that all the student records entered for the program have passed the error check.
- "Errors" means that the system found some errors in the uploaded data file. Click on the "Errors" link next to a program to view a list of student records with error.
- "View all current report errors" lists the name of each student for which there are errors and describes the error. This information can be exported and printed out, and can help the user find and fix errors.
- "Count" shows the number of students reported for each program.

- "No students" for a program means that the system did not find any students in the report where the data in the Location, Program Title and Award Type columns of the Excel template match the location, program and award type listed in the system. If no students were enrolled in a program, a reason must be entered by clicking on the Edit pencil and choosing from the list of reasons. An OPTIONAL "Explanation" box will also appear. "No students" will also show if one or more of these columns (Location, Program Title, Award Type) are blank or do not match the program information in the system, for all students reported for the program. This results in blank student records for all three of these columns. To fix this, check the Excel file and correct the Location, Program Title and Award Type to exactly match the information shown in the Programs list.

Errors must be corrected and reasons entered for "no students," if applicable, before a report can be submitted to the Workforce Board.

Step 5   # Correcting Errors and Using the Student Data Form

Types of Errors
- Invalid data (start dates after exit dates, dashes in SSN, missing exit date for a completer, date out of range, typos in date field).
- Location, Program Title, Award Type do not match information in the WBDRS system.
- Required data is missing (see Data Definitions and Codes).
- No students reported for a program.

Correcting in the Excel Template

When the **Programs Reported** section of the **Report Status** page shows "Error" links, it means there are one or more errors in the data. Click "View all current report errors" to see a list of errors, print it out and use it to correct errors. Uploaded Excel files can be corrected offline, in Excel, and re-uploaded to the WBDRS. The corrected file will over-write the previous file.

Current Report Error Details

Any errors in your report are listed below. You can print this list or export it to an Excel file. Fix errors using the Student Data page, or fix them in your original Excel file and re-upload. Questions about errors? Contact us for assistance.

[Print] [Export]
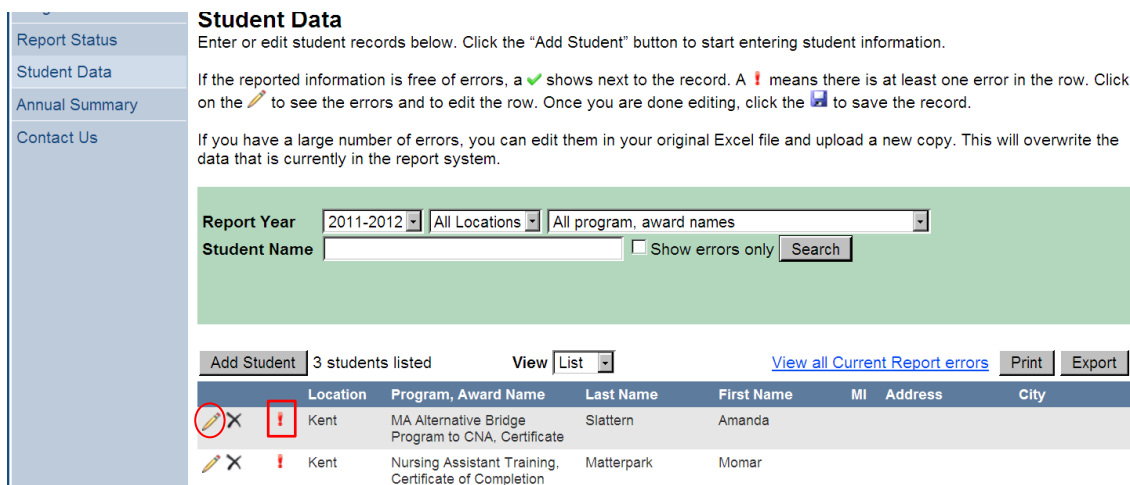
Location	Program, Award	Student Name	Error Description
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Address is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	City is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Enrollment Status is either missing or invalid.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Gender is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Must enter a valid zip code.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Phone number, with area code, is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Prior Education is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Start Date is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	State is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Zip Code-5 digit is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	City is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Exited students must have a valid exit date.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Must enter a valid zip code.

Questions about the errors you see? Feel free to contact us at datareporting@wtb.wa.gov or call (360) 709-4611.

Correcting in WBDRS Student Data Form—List View

Errors can also be corrected within the system using the Student Data Report Form. *There are two ways to view the Student Data*. The first (default) is "List"—a wide, horizontal form that requires scrolling to see the entire record. The second is "Form," which brings up the first student in a single page. Switch back and forth between list and form views with the "View" dropdown.

To view and edit records with errors, click on the "Errors" link to go to the **Student Data** page showing only the student records for that program. The student data will display in a wide form ("List" view), similar to a spreadsheet. Records with an error will have a red ! next to it. To see the error message, you must switch to "edit" mode by clicking the ✎.

After clicking on the pencil to correct errors, the form will appear in an editable format, which will be horizontal across the page. Scroll to the right until an error message is displayed.

After all errors are fixed, scroll left to the beginning of the form and click the save symbol. If all errors were corrected, the ! will change to a ✓.

Correcting in WBDRS Student Data Form–Form View

The second form, View, brings up the first student in a single page. As with the List view, choose to view all or choose a student by name. Click on the navigation buttons to find and correct students with an error. All errors will be listed in red.

In order to make changes to the data, click on the pencil (found in the upper right hand of the form).

Editable student data form in Form View mode:

SMART TIP: As with the List view, Form view gives the user error messages for errors that must be corrected before the student data can be submitted to WBDRS.

Step 6   **Submitting the Report**

Once all errors have been corrected and each student record is connected to the correct program title/award type/location, it is time to submit your report to the Workforce Board for review. Go to the Report Status page and certify that your report is correct and click the "Submit" button.

You will know that the data report has been received by the Workforce Board when the Congratulations! box appears at the bottom of the Report Status page.

A submitted report is NOT a final report. The Workforce Board will review the report for errors not caught in the initial submission that may need attention. Workforce Board staff will either call or email you in that event.

Step 7   **Annual Summary**

To view a report history of data submitted in past years, you can visit the Annual Summary page, choose the report year, location, and program(s) and click Search. The most recent year's report, all locations, and all programs are the default view.

Have questions?
If you have questions and cannot find the answers in this guide, call us at (360) 709-4611 or email at datareporting@wtb.wa.gov. Expect a response within one business day.